

Professional and Managerial Branch
Planning Group
Community Development Series

HOUSING PROGRAM ADMINISTRATOR

02/88

Summary

Under direction, plans, coordinates, administers and supervises the functions and activities of the Housing Program division; performs related work as required.

Typical Duties

Coordinates, administers and supervises professional and technical personnel engaged in Housing Rehabilitation, Contract Compliance, Fair Housing and Relocation Services; reviews loan and grant applications for compliance with program requirements; reviews Housing Rehabilitation applications and plans to determine if building conditions are detrimental to public health and safety; recommends approval of grants and loans for rehabilitation of structures.

Coordinates and reviews loan applications, bid packages and construction contracts to ensure all provisions and clauses are included coordinates and reviews the preparation of work specifications and cost estimates on individual property; inspects construction work to assure compliance with building specifications, plans and City codes; insures that rehabilitation work adheres to local and federal guidelines; coordinates inspections activities with City inspectors; makes recommendations for changes in departmental policies and regulations; coordinates bid openings for contractors and negotiates change orders and amendments.

Formulates administrative policies necessary for the operation of the program; prepares division budget and monitors expenditures; maintains records and prepares performance reports; prepares reports and responses for internal and HUD audits; develops and insures compliance with departmental policies, practices, procedures, rules and regulations; supervises assigned personnel; provides technical assistance to nonprofit housing organizations; meets and confers with community residents, owners, boards, committees, lending and financial institutions, local, state and federal officials to discuss the programs and resolve problems; analyzes and develops public/private financial packages for affordable housing projects.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Engineering Technology, Construction Management or a related field, and six years of professional administrative experience in housing construction or rehabilitation programs, construction program administration or a related field, including at least four years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of housing, building, zoning and related codes; considerable knowledge of federal and local housing standards; considerable knowledge of loan, grant and housing financing programs; considerable knowledge of federal, state and local rules and regulations concerning housing rehabilitation and relocation; considerable knowledge of budgeting principles and techniques; good knowledge of loan and mortgage procedures; good knowledge of residential construction and remodeling practices and procedures; good knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to plan, supervise and evaluate the work of assigned personnel; ability to prepare and monitor budgets; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare oral and written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through City traffic.

Licenses and Certificates: Valid U.S. driver's license.

Director of Personnel

Department Head